



LIBRARIAN I/II

Purpose:

To actively support and uphold the City's stated mission and values. To perform a variety of professional librarian duties in the activities of the library including children's services, adult services, computer access services and collection development.

Distinguishing Characteristics:

Librarian I - This is the entry level class in the Professional Librarian series. This class is distinguished from the Librarian II by the performance of the more routine tasks and duties assigned to positions within the series including application of fundamental library science principles and practices. Since this class is typically used as a training class, employees may have only limited or no directly related work experience.

Librarian II - This is the full journey level class within the Professional Librarian series. Employees within this class are distinguished from the Librarian I by the performance of the full range of duties as assigned which require a complete knowledge of divisional policies and procedures. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the Librarian level, or, when filled from the outside, require prior professional library work experience.

Supervision Received and Exercised:

Librarian I

Receives general supervision from a Library Supervisor or from other supervisory or management staff.

Exercises direct supervision over technical and clerical library staff.

Librarian II

Receives direction from a Library Supervisor or from other supervisory or management staff.

Exercises direct supervision over technical and clerical library staff.

Examples of Duties:

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Assist in the development, implementation, and evaluation of programs and services in such areas as children's services, adult services, computer access services; recommend program and procedure changes.
- Advise and assist library patrons; demonstrate the use of online and print resources including the library catalog and reference and research databases; refer patrons to other agencies if appropriate.
- Develop and maintain web pages for Library web site and Library intranet site.
- Develop and conduct computer training classes for library users.
- Respond to citizen complaints and requests; refer patrons to books or other Library resources to further their reading interests; plan and conduct tours of the Library.
- Serve at a public service desk; research and respond to difficult or technical reference questions; compile bibliographies.
- Organize, maintain, and index a variety of reference materials including online resources, government documents, maps, catalogs, and microforms.
- Review new publications and collection materials and recommend materials for acquisition and/or disposition, as appropriate.
- Promote library programs and services; develop promotional publications and user guides; prepare exhibits for publicity and marketing of the collection..
- Participate in section meetings and continuing education programs as appropriate.
- Represent the Tempe Public Library at professional meetings as required; perform outreach to the community, community organizations, and schools.

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- Keep abreast with professional developments and current events; read journals, review books, bibliographies and other media.
- Perform related duties as assigned.

Experience and Training Guidelines:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. The hiring department may include job related experience, training or license and certification preferences at the time of recruitment. A typical way to obtain the knowledge and abilities would be:

Experience:

Librarian I

Some library experience is highly desirable.

Librarian II

Two years of experience performing professional library work.

Training:

Possession of a Master of Library Science degree from an American Library Association accredited college or university.

This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 103.

Job Code: 5801/5802

FLSA: Exempt